

**DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY  
DEPARTMENTAL PERSONNEL MANUAL LETTER**

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**DPM LETTER NO. 630 - 5**

**DATE: SEP 29 1994**

**SUBJECT:** Extension of Benefits under the Family and Medical Leave Act of 1993

The Family and Medical Leave Act of 1993 (section 403, *Encouragement of More Generous Leave Policies*) states that agencies may adopt leave policies more generous than the minimum specified in the act.

The interim regulations issued by the Office of Personnel Management (OPM) currently entitle employees to family and medical leave for several reasons. Specifically, 5 CFR 630.1203 states:

**630.1203 Leave Entitlement**

(a) An employee shall be entitled to a total of 12 administrative workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- (1) The birth of a son or daughter of the employee and the care of such son or daughter;
- (2) The placement of a son or daughter with the employee for adoption or foster care;
- (3) The care of a spouse, son, daughter, or parent of the employee, if such spouse, son, daughter, or parent has a serious health condition; or
- (4) A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

As part of the Department of Transportation's continuing effort to develop policies that are sensitive to the needs of employees, effective immediately it shall be departmental policy that 5 CFR 630.1203 (a) (3), will apply to all family members. Because of the similarity in program and to ensure consistency, the definition of family member is given the same meaning as used in the Voluntary Leave Transfer Program, 5 CFR 630.902:

*"Family member means the following relatives of the employee:*

- (a) Spouse, and parents thereof;*

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*(b) Children, including adopted children, and spouses thereof;*

*(c) Parents;*

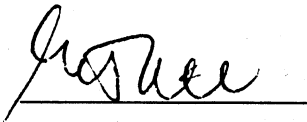
*(d) Brothers and sisters, and spouses thereof; and*

*(e) Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship."*

The Department of Transportation believes its employees are its greatest strength and because of this we are strongly promoting a work life program that helps employees maintain a healthy and successful balance between home and work. Through this broadened definition, DOT acknowledges the very real needs of our employees who must struggle to maintain an often precarious balance between work and personal responsibilities. This policy is consistent with the intent of the Family and Medical Leave Act, the Voluntary Leave Transfer Program, and the Secretary's Diversity Policy Statement.

This policy does not alter any provisions negotiated as a part of a collective bargaining agreement.

Questions concerning this policy may be addressed to Gail Batt, 366-9447.



Director of Personnel